



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

QD-IS-005
Revision F
EFFECTIVE DATE: October 22, 2004

ORGANIZATIONAL INSTRUCTION

LIFTING EQUIPMENT PROFICIENCY TESTING

OPR(s)

QD50

OPR DESIGNEE

Kyle Daniel

**CHECK THE MASTER LIST AT: <http://inside.msfc.nasa.gov/MIDL/>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		1/20/98	
Revision	A	6/9/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	B	11/30/99	Changed Industrial Safety Office to Industrial Safety Team (IST). Updated applicable documents. Modified training requirements. Changed CR20 to QS10. Revised format.
Revision	C	08/22/00	Changes made to paragraph 1. Deleted reference to MPG 8715.1, and added MWI 6430.1 Deleted paragraph 4.5.
Revision	D	9/04/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	E	4/22/03	Changed OPR Designee appointment
Revision	F	10/22/2004	Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD)

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LIFTING EQUIPMENT PROFICIENCY TESTING

1. PURPOSE, SCOPE, APPLICABILITY (As Required)

1.1. Purpose - This instruction provides the procedures used by the MSFC Industrial Safety Team (IST) to conduct proficiency examinations for operations of cranes, forklifts, etc. It is applicable to IST personnel involved in industrial safety certification activities at MSFC.

2. DOCUMENTS (Applicable and/or Reference)

2.1. Applicable Documents

MPR 8715.1 Marshall Safety, Health, and Environmental (SHE) Program

NASA-STD-8719.9 Standard for Lifting Devices and Equipment

2.2. Reference Documents

MWI 6430.1 Lifting Equipment and Operations

3. DEFINITIONS

3.1. Certification (Personnel) - The act of verifying and documenting that personnel have completed required training, medical requirements, and have demonstrated specified proficiency.

3.2. Certifying Officer - The Director of the MSFC Industrial Safety Team (IST) or his/her designee.

3.3. Certification Examiner - The qualified person(s) designated to develop and administer the exams necessary to achieve qualification for skill and proficiencies required for a specific position's criteria and/or certification. A list of certification examiners is maintained by the Certifying Officer.

4. INSTRUCTIONS

4.1 When requested to conduct a proficiency examination, the examiner schedules the equipment, or like equipment, to be used by the operator.

4.2 The examiner administers the proficiency examination using checklists to record operator performance (example checklists in Appendix A).

4.3 The examiner documents results of examination by signing and dating MSFC Form 4083. Then sends the form to the S&MA Certification Administrator (CA).

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4.4. CA processes MSFC Form 4083.

5. NOTES

5.1. This issuance cancels QS-IS-005, Revision E, Lifting Equipment Proficiency Testing, dated April 22, 2003.

5.2. Handle MSFC Form 4083 in accordance with the Privacy Act of 1974.

6. SAFETY PRECAUTIONS AND WARNING NOTES

Equipment must be in good working order and have current certification (e.g., rated load test).

7. APPENDICES, DATA, REPORTS, AND FORMS

Example proficiency test checklists in Appendix A

8. RECORDS

<u>Record</u>	<u>Repository</u>	<u>Period of Time</u>
MSFC Form 4083 OPR: QD50	QD50: Maintained in the IST Safety Certification File	Schedule 1/72 [1410] E Destroyed when superseded, obsolete or no longer needed.
Proficiency Examiner List OPR: QD50	QD50: Maintained in the IST Safety Certification File	Schedule 1/72 [1410] E Destroyed when superseded, obsolete or no longer needed.

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

The certification Examiner must have completed operator safety training, within the past 4 years. Also, they need to be familiar with the records handling requirements of the Privacy Act of 1974.

11. FLOW DIAGRAM

None

12. RESPONSIBILITIES

See paragraph 4.

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Appendix A EXAMPLE
PERFORMANCE EXAMINATION FOR FORKLIFT OPERATORS

Name: _____

Organization: _____

Job Title: _____

Forklift Specification: _____

Performance Item	Satisfactory	Unsatisfactory	Date Observed
Pre-Operational Inspection			
Approaches load properly			
Matches load with forklift capacity			
Checks load for stability			
Raises load properly			
Tilts load properly			
Carries load properly			
Maintains proper speed			
Travels in reverse safely			
Uses horn when appropriate			
Makes proper turns			
Starts and stops smoothly			
Lowers load properly			
Follows proper parking procedures			
Compliance with forklift safety rules			
Location-specific safe working practices			
Loading/Unloading Trailer			
• Checks dock plate			
• Checks condition of trailer floor			
• Checks trailer chocks, jack stands, brakes			
Comments and Observations			

This candidate has satisfactorily demonstrated the ability to safely operate the type of Forklift identified above.

Examiner

Date

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Appendix A EXAMPLE

PERFORMANCE EXAMINATION FOR OVERHEAD CRANES/HOIST

Name: _____

Organization: _____

Job Title: _____

Crane/Hoist Specification: _____

Performance Item	Satisfactory	Unsatisfactory	Date Observed
Proper control area			
Pre-Operational Inspection/ crane			
Pre-Operational Inspection/ sling			
Approaches load properly			
Proper rigging/ set up			
Raises load properly			
Carries the load safely			
Travels in all directions safely			
Starts and stops smoothly			
Lowers load properly			
Follows proper parking procedures			
Compliance with crane safety rules			
Location-specific safe working practices.			
Comments and Observations			

This candidate has satisfactorily demonstrated the ability to safely operate the type of Crane/ hoist identified above.

Examiner

Date